



## CITY OF HOLLISTER

### REQUEST FOR PROPOSAL

#### **EXPANDED INITIAL STUDY**

#### **FREMONT SCHOOL DEMOLITION, CLEARANCE, and SITE PREPARATION**

**March 31, 2008**

The City of Hollister is requesting qualified consulting firms to submit professional qualifications and proposals for the completion of an Expanded Initial Study. The project is the environmental analysis and review of proposed demolition, clearance, and site preparation of the Fremont School site, an infill site bordered by Third Street on the north, Monterey Street on the east, Fourth Street on the south, and West Street on the west, in downtown Hollister, California.

The Expanded Initial Study shall include the preparation of all required technical studies and analysis of potential environmental impacts of the demolition and site clearance, including a Phase I environmental site assessment. The project goal is the completion of all required environmental analysis and review for the creation of a clean and available site for future development. Any future construction project on the site will require additional CEQA review.

#### **Site Description**

The site is currently improved with a 15,360 sq. ft. single-story school building that was constructed in 1939. Constructed in Spanish Mission style, the building has a stucco exterior, including a long open portico along the back, facing a play yard. The building consists of a concrete slab foundation in hallway and walkway areas, tongue and groove hardwood flooring in the classroom and office areas, wood frame, stucco siding, and tile roof. Portions of the building have pitched tile roofs while other portions have composition roofing on a nearly flat roof. The windows facing Fourth Street are extra heavy single-pane glass and have been sealed for soundproofing. The windows along West Street are newer tinted double-pane windows with aluminum frames. The windows facing the play area appear to be the original wood frame single-pane windows.

The interior layout consists of the main entry, located on the West Street side, which opens onto a foyer. Off the foyer are the administrative offices and four classrooms, various storage rooms, and restrooms. This portion of the building once had a complete foyer, but this has been modified for the classrooms and storage rooms. This foyer, adjacent to the office, exits onto the open portico. Five classrooms are accessed from the portico. The interior finish consists of lath and plaster walls, dropped ceilings with 12" by 12" acoustical tile, carpeted floor coverings, and wood panel wainscoting. The lighting is primarily fluorescent fixtures.

Only the portion of the main building which fronts on Fourth Street has air conditioning. The air conditioning units are mounted on the composition roof, directly visible from the paved play area. The other classrooms do not have air conditioning. Each classroom has a central forced-air heating unit. There is an existing telephone system installed in the building. Electrical power was available throughout the building.

A 3,600 sq. ft. classroom building is located to the east of the main building. The proposed project also includes removal of two modular structures located on-site.

**The Expanded Initial Study shall address the following issues:**

1) **Historic Resources** – The Consultant shall evaluate whether or not demolition of the Fremont School would cause a substantial adverse change in the significance of a historical resource as defined by Section 15064.5 of the CEQA Guidelines.

William H. Weeks served as the architect for at least a portion of the structure. Consequently, the Expanded Initial Study shall include the preparation of an historic resources study that determines the significance of potential impacts, if any, on historical resources. The City understands that additional CEQA review may be required beyond the scope of the Expanded Initial Study.

In the event that any portion of the building is determined to be significant in accordance with Section 15064.5 of the CEQA Guidelines, then the scope may be amended to encompass the preparation of a focused EIR.

2) **Short-term Construction Impacts** – Short term construction impacts associated with demolition, including air quality, noise, and removal of hazardous materials, if any are determined to be located on site, shall also be evaluated in the Expanded Initial Study.

**Selection of Consultant**

The Redevelopment Agency anticipates that the successful firm will be selected, a contract executed, and a notice proceed issued in May 2008. Completion of the Administrative Draft is requested by August 29, 2008.

As part of the selection process, consulting firms will be evaluated on their approach to performing the analysis, relevant work experience, and capability to perform within a reasonable timeframe.

**Proposals should include -**

1. A statement of qualifications, including resumes of the individuals anticipated to be assigned primary responsibility to complete the work. Resumes should include a brief description of similar projects with which these individuals have experience.
2. A description of the conceptual approach that the firm proposes to utilize in completing the Expanded Initial Study.
3. A preliminary schedule illustrating the milestones defined by the conceptual approach.

**In a separate sealed envelope, clearly marked “Cost Proposal”, please submit:**

4. A fee schedule for professional and technical services, as well as reimbursable expenses.
5. An estimated total cost, broken down by task.

Proof of Workers Compensation, liability, and errors and omissions insurance will be required. A draft copy of the City of Hollister’s Professional Services Contract is enclosed for information purposes. This document identifies the limits of insurances normally required.

In order to be considered, six (6) copies of the Statement of Qualifications/Proposal, accompanied by a separate sealed envelope clearly marked “Cost Proposal”, must be submitted by 5:00 P.M. Wednesday April 30, 2008 to the City of Hollister Community Development Department, 420 Hill Street, Building A, or mailed to 375 Fifth Street, Hollister, CA 95023. Submittals not received by the specified date and time will be returned unopened, without consideration. Staff anticipates that the Hollister Redevelopment Agency will approve a contract at its May 19, 2008 meeting.

**Anticipated Deliverables**

- Eight (8) copies of Administrative Draft Initial Study
- Twenty (20) copies of the Final Initial Study
- Electronic copies of all documents, data, and exhibits in Word and/or Excel

### **Other Services**

- Telephone conferences and meetings with City staff as necessary
- Up to two presentations to Redevelopment Agency

For further information please contact William Avera, Development Services Director, Development Services Department at (831) 636-4316.